

Naseema Farwaz

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Career Objective

Seeking a challenging position to utilize my skills and abilities in any division of your esteemed organization that offers professional growth while being resourceful, innovative and flexible.

I am confident that I would prove my spunk and accolade to the organization I serve.

WORK EXPERIENCE:**1.Eteam Info Services-Client Amazon (Remote)-May 2022-Dec 2022 (Contract)****Description:**

- The Amazon HR Work Authorization team (WA) is chartered to act as the subject matter expert for right to work matters in all countries where Amazon employees work.
- As a HR Assistant II of Amazon's WA team, I will be supporting subject matter experts in the administration of Amazon's Work Authorization program.
- These critical functions significantly impact the department's ability to ensure Amazon compliance with government mandated laws and company policies.

Roles:

- Support efforts to update right to work records for employees working in numerous countries to ensure they are compliant with government regulations and Amazon policy.
- Provide ongoing support of the program through audits, investigate record gaps, review existing data and documents in various systems, request and collect documents from employees and update records accordingly.
- Manage communications and escalations with employees, HR representatives and other business stakeholders. Review large volumes of data looking for record or process defects.
- Support Merger and Acquisition (M&A) projects by conducting right-to-work document checks for newly acquired employees.

Key job responsibilities:

- Utilize data dashboards to identify specific records requiring remediation
- Navigat internal and external (vendor) systems to determine if a record or process defect exists
- Verify data accuracy and perform manual data entry. Look for variances and discrepancies in data for correction
- Communicate quantitative and qualitative findings via weekly report-outs, emails, and meetings

- Pivot support to high-priority tasks, such as records collecting in the event of an internal/external audit
- Respond to questions and troubleshoot compliance issues related to specific employee situations
- Escalate issues and/or ideas for process improvement to Leadership and Management
- Ensure that quality and timeliness of deliverables meet customer, leadership and business expectations
- Understand impacts of changes in various systems and how changes will impact internal/external interfaces and data manipulation

2.Administration Assistant (Hr. Executive): December 2020-2021

Bharat Institutions-lbrahimpatnam-Hyderabad

Responsibilities

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records.
- Coordinate projects (meetings, training) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data.
- Operates the telecommunication system by following up the incoming calls.
- Coordinate communication with candidates and schedule interviews

3.Hr. Executive January 2019-Mar 2020

C.F.E.L. Center for English and learning-Hastinapuram.Hyderabad

Roles & Responsibilities:

- Sourcing employees through different possible methods.
- Arranging a telephonic interview and shortlist the candidates for a personal interview.
- Background Verification of the documents and offer roll out to selected candidates.
- Conducting employee orientation and induction program and facilitating newcomers joining formalities
- Initiate a salary account with our bank.
- Payroll assistance manually
- Maintenance of leave records ,reporting time and attendance of the employees
- Submit the working days for the issue of salaries.

- Take care of the exit process.
- Informing the Bank to deactivate the Salary Account of the resigned employees.

4.Process trainer:

Hashtag IT Solutions – Hastinapuram Hyderabad (Dec 2017 to Dec 2018)

Roles & Responsibilities:

- Sourcing & Screening the CV'S
- Conduct interviews to obtain candidate's skills
- Develop a schedule to access training needs.
- Training the newly hired employees on the initial stage of the process.
- Need to design and implement a variety of training programs.
- Monitoring and motivating the employees to reach their daily targets.

5.Hr Executive (Recruiter)

Ways & Solutions (Jan 2017 to July 2017)

6.Hr Executive

Splendid Aparna Projects Private Ltd (July 2007 to November 2008)

Education:

M.B.A.2011 from Alagappa University

B.C.A.2005 from VMRF Deemed university

SSC 1998 from Board of secondary

Strengths:

- Efficient Time Management.
- Excellent communications skills, both written and verbal.
- Positive Attitude.
- Confident of my ability to work in a team or individually

Personal Profile:

Father Name	:	MD. Naseeruddin
Date of Birth	:	04-12-1983
Marital Status	:	Married
Language Known	:	English, Telugu, Hindi
Nationality	:	Indian

Date:

Place:

Signature :

